

Executive Registry

77-2687

MEMORANDUM FOR: Executive Secretary
FROM : Special Assistant to the DCI
SUBJECT : Follow-through on DCI Panels

1. Attached are:

- 20 June 1977, Summary of Recommendations made to the DCI by the first 3 panels with which he met: DCI MAG, ADMAG, and MAGID. It is my understanding that this list is being staffed-out to determine the status of each item and may now be in the DDCI's office.
- Complete packages of recommendations for each of the subsequent groups:
 - o DDS&T MAG
 - o Midcareer Course Panel
 - o Summer Interns Panel
 - o DDO MAG
 - o Student Trainee Panel
 - o Stockwell (aka 28 April) Panel
 - o Secretaries Panel

I do not know that any of their recommendations have been formally staffed.

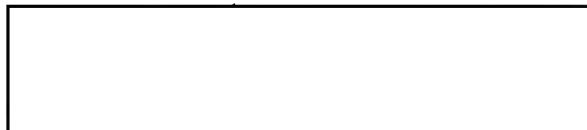
2. Per our several conversations on this subject, if this exercise is to remain credible in the eyes of the participants and continue to provide useful input to the DCI, there must be adequate follow-through on the ideas generated. This has been handled on an ad hoc basis by the DCI's office until now; however, as these panels continue, the aggregate number of suggestions being staffed will require a more systematized process to keep track of them. I think we agree that if this is to be an effective means of communication between the DCI and the staff, the groups must perceive that their suggestions have been taken seriously. This will only be the case if each suggestion is expeditiously staffed, a decision made to implement or not, feedback provided to the group on the status of their suggestions, and some publicity given to the fact that the DCI is acting on these suggestions.

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3. I recommend that:

- [] and I continue to organize, schedule, and guide future groups in preparation for their meeting with the DCI.
- An action officer be assigned for follow-through subsequent to the group's meeting with the DCI. This officer would:
 - 1) Attend the meeting with the DCI to be aware of the DCI's reactions/comments/direction on each suggestion presented by the group.
 - 2) Staff each suggestion (or oversee implementation if directed by the DCI).
 - 3) Return staffed suggestion to DCI for decision.
 - 4) Oversee implementation of approved suggestion.
 - 5) Provide specific written feedback to the groups regarding status of their suggestions.
 - 6) On a regular basis, report implemented suggestions, with credit to the originating group, in the Director's Notes.
 - 7) Maintain a master list of suggestions showing their status.



Attachments

Distribution:

Original - Addse, w/atts
1 - [] wo/atts
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